

## **Zilwaukee Planning Commission**

**June 12, 2019**

The meeting was called to order by Chairman Steve Thayer at 6:00 p.m.

Roll Call:

Present: Steve Thayer, Grace Macomber, Joshua Grimes, and Dennis Duro

Absent: Betty Comstock and Jordan Driscoll

Grace Macomber made a motion to accept the minutes from the May 8, 2019 meeting. Joshua Grimes seconded the motion. All voted aye. Motion approved.

Grace Macomber made a motion to accept the Agenda for June 12, 2019 and Dennis Duro seconded the motion. All voted aye. Motion approved.

John Stemple introduced Brian Weiss, a Budget Analyst for the City of Saginaw, to further educate the Council on working with the City Administrator and the City Council in utilizing a Capital Improvement Plan (CIP). Instruction was given on how the process is supposed to work within a City.

John Stemple discussed in detail how the CIP process should operate and flow. The dollar threshold should be set by the Mayor and the approval process set on a calendar. Use a running list of what Capital Improvements there are so that the City is always moving forward. Everyone needs to remember that CIP's are new (within the last 5 years), and it will take smaller communities awhile to get caught up. CIP's should happen annually, and it is important to review and rank the proposed CIP's. Remember you represent the community.

Grace Macomber made a motion to adjourn the meeting. Dennis Duro seconded the motion. All voted aye. The meeting adjourned at 6:45 p.m.

Respectfully Submitted,

Mary Bourbina  
Zilwaukee City Administrator